

**BUCKS COUNTY TAX COLLECTION COMMITTEE  
MEETING MINUTES  
August 31, 2015**

Warwick Township  
1733 Township Greene  
Jamison, PA 18929

CALL TO ORDER

Robert Pellegrino, Northampton Township, Chairman convened the meeting of the Bucks County Tax Collection (TCC) at 4:05 PM and led the Committee in the Pledge of Allegiance to the flag.

ROLL CALL

Carolyn McCreary, Plumstead Township, Secretary called the membership roll. There was a quorum to conduct the Committee business.

PUBLIC COMMENT (None)

APPROVAL OF MINUTES

A motion was made and seconded to approve the May 28, 2015 minutes. On vote, the motion carried unanimously.

TREASURER REPORT

***Ratify Paid Invoices***

Ms. Bradley noted that there were no new expenditures to report. She stated that there is currently \$46,694.66 in the fund.

SOLICITOR'S REPORT

Mr. Beauchamp had no report.

OLD BUSINESS

Joe Lazzaro, Esq. of Keystone Collections Group advised the members that earned income tax collections are on par with recent history and there are no noticeable fluctuations or anomalies. He spoke about the availability of more detailed weekly disbursement reports being available via mail or electronically if a municipality or school district wants this level of detail.

He noted that 90% of the refunds due to residents were processed within six weeks, and those that took longer were generally because of some filing issue or missing documentation. Mr. Lazzaro informed the members that the financial audit, yellow book audit and SOC audit were all completed with the technical audit occurring in July.

Delinquent collection had brought in approximately \$3.5 million. He reminded the members that Keystone is auditing the reported earnings to the state compared to those reported on local tax returns. A soft letter is sent when a discrepancy is noted asking the filer to explain it before collection efforts begin. He stated that notices concerning 2013 tax returns are being prepared at this time, and pointed to the Department of Revenue being two years behind in providing the information.

With regard to the Local Services Tax, Mr. Lazzaro stated that Keystone has made a strong effort to identify noncompliant employers, and have already recovered about \$80,000 in delinquencies that were not previously reported. He indicated that about 220 notices would be going out.

#### NEW BUSINESS

Ms. Bradley reviewed the proposed 2016 budget with the members. She spoke about the current balance in the TCC account and reminded them that the fees for the audits are now paid by Keystone as part of the new contract for services that was negotiated with them. She stated that she believes it is in the best interest of the TCC to maintain a \$50,000 balance in the account because of unexpected expenses that could arise. Ms. Bradley recommended that the members consider approving a \$10,000 assessment for 2016. Mr. Pellegrino noted that there was no assessment in 2011, 2012 and 2014, and believes this to be a reasonable amount for 2016. A motion was made and seconded to approve the recommendation for the \$10,000 assessment.

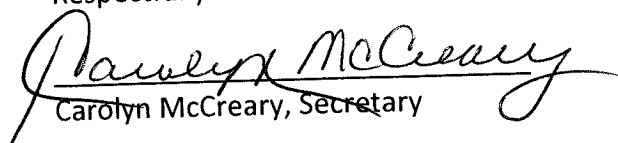
Mr. Pellegrino suggested that the Tax Collection Committee should have a Nominating Committee that would formally present a slate of candidates for the positions held by the Officers, the Management Committee, and the Tax Appeals Board. Barry Luber, Warrington Township, Stephanie Mason, Doylestown Township and John Spiegel, Bedminster Township agreed to serve on the Nominating Committee and members can submit their names to them for consideration in advance of the annual reorganization meeting in January. All members will receive an email about this.

#### PUBLIC COMMENT (None)

There being no further business, Chairman Pellegrino adjourned the meeting at 4:30 PM.

The next meeting of the Committee is Monday, November 30, 2015.

Respectfully Submitted,

  
Carolyn McCreary, Secretary